

Draft Minutes of Burgh and Tuttington Parish Council meeting held on Wednesday 19/01/2022 @ 7.30p.m. in Burgh Reading Room. Members of the public were welcome to attend and speak during the adjournment. Copies of the minutes to be placed on the parish noticeboards and the parish website <https://burghandtuttingtonparishcouncil.norfolkparishes.gov.uk>

1. Welcome: *The chairman welcomed the councillors and members of the public. He issued a special welcome to Sir William Cubitt who had come to present a plaque for each village in the parish. The chairman brought forward item 6 on the agenda. Sir William Cubitt explained that he was there as the Lord Lieutenant's representative who is the Monarch's representative. He presented two plaques to be displayed in Burgh and Tuttington's villages. The plaques were for the communities to express the recognition of their resilience during the pandemic and thanks for their cooperation. The chairman thanked Sir William for bringing the plaques.*

Attendees: Parish councillors *Mr Ian Kinghorn, Mr Jeremy Hickling, Mrs Janet Lodge. Mr Simon Covey, Mr Trevor Richards, Mrs Vicki Taylor, District councillors Mr David Harrison and Sue Catchpole, Parish clerk Mr Joseph Winterbourne.*

There were 2 Members of the public present.

2. Apologies: *There was one apology for absence, Mrs Vicki Taylor.*
3. Declaration of interests: *There were no declarations of interest.*
4. Minutes of the previous meeting 10/11/2021: *Acceptance of minutes as a true record.*
 1. Proposer: *Jeremy Hickling*
 2. Seconder: *Ian Kinghorn*
5. Matters arising:
 1. Future arrangements for annual parish meeting: *No plans have come forward. Defer to next meeting. Decision to be made for May meeting.*
 2. Engagement with the parish community: *Comments have been received from councillor Vicki Taylor.*
 3. Update village gates. *Highways have been out and surveyed the villages. Current email from Sophie Craske distributed. The council took on board the suggestions. For Tuttington it was confirmed that there would be one gate in light oak as per the design. For Burgh the gates would be in white. Councillor Jeremy Hickling had spoken to the owner of the hedge at the Aylsham end of the village. The owner was amenable to the hedge being cut back and this would provide the necessary 1.5 metres needed. Clerk to email Sophie Craske with these details.*
 4. Website improvements: *Councillor Simon Covey made a number of suggestions to improve the look and access to the parish website. Councillor Ian Kinghorn, who is managing the website, will implement them.*
 5. Update SAM 2 signs. *No current update.*
 6. Update and decision on providing CPR Training: *8 positive responses. Costs of hiring the Reading Room to be met from parish training budget. Councillor Janet Lodge to go ahead and organise a session. Further sessions could be arranged if there was sufficient interest.*
 7. Update on Vicarage Row eco chamber. *No current update*

6. Plaque Presentation by Major General Sir William Cubitt KCVO CBE DL: *Presented at the beginning of the meeting.*
7. County/District councillors: Updates: *District Councillor David Harrison reminded the parish of on going issues to do with the continued expansion of Aylsham. Pupil numbers were steadily increasing. There is a need for a new school. The site for a new school is still to be determined. The addition of 500+ houses would put additional strain on existing infra structure. Parking and access continue to be an issue. District Councillor Sue Catchpole continued this theme. She commented that South Norfolk appeared to be looking to align South Norfolk and Broadland councils. The placement of a central office had not been determined. South Norfolk charge for parking Broadland doesn't.*
8. Adjournment for public discussion: *The clerk had been asked about any council organised Jubilee Lunch. No parish council celebration was planned but individual villages were organising community celebrations.*
9. To agree final wording of letters prepared by councillor Covey and mail them out. *Thanks were offered to Councillor Simon Covey for his work and the letters were to be mailed.*
10. To use the General Powers of Competence and Well-Being as defined in the Localism Act 2015. Burgh and Tuttington parish council affirm that they meet the criteria laid down in the Act: namely two thirds of the councillors are elected and the clerk has successfully completed professional training. This motion to be repeated at annual meetings.
 1. Proposer: Ian Kinghorn
 2. Seconder: Simon Covey Unanimous
11. Clerk's Report: *Time has been spent on normal parish business. Emails have been dealt with and circulated. PAYE has been brought up to date. Correspondence has been read and filed, especially to do with Covid restrictions. Precept request has been sent off.*
12. Correspondence: *Email list attached.*
 1. Message from HP computers that the computer may not be able to benefit from all updates. *Image passed to councillors. Contingency fund in the budget should cover its eventual replacement.*
 2. Parish Plaque: Plaque presented by Sir William Cubitt. Noticeboards may be the best place to display them.
 3. Clerk's Certificate of Professional Competence has arrived.
13. Planning: Receive any reports on current wider planning issues. *North Norfolk Plan available for consultation. Council Simon Covey noted that it was important to ensure that a comment was placed on the planning portal.*
14. Finance:
 - a. Current Statement: HMRC cheque 100361 cleared. Cheque 100363 for Poppy Wreaths cleared. Accept current statement.
Proposer: Janet Lodge
Seconder: Trevor Richards
Agreement to purchase Microsoft license and reclaim cost from parish funds.
Proposer: Ian Kinghorn
Seconder: Jeremy Hickling

15. Report on meetings attended. None

16. Any Other Business to be notified in advance to clerk beforehand.

Platinum jubilee celebrations Covered under Adjournment for public discussion.

17. Date and location of next meeting Wednesday 09/03/2022 Burgh Reading Room.

18. Meeting closed @ 8:10 p.m.

Joseph Winterbourne

Parish Clerk Burgh and Tuttington parish council

Date: 31/01/2022